
Arkansas Division of Public School



Academic Facilities & Transportation

THE ARKANSAS COMMISSION OF PUBLIC SCHOOL ACADEMIC FACILITIES
AND TRANSPORTATION
MAINTENANCE AND CUSTODIAL MANUAL
RULE AND REGULATION

1.00 REGULATORY AUTHORITY

- 1.01 This rule is promulgated pursuant to Ark. Code Ann. §§ 6-21-801 et seq. and 25-15-204.

2.00 PURPOSE

- 2.01 The purpose of this rule is to establish a uniform standard for custodial, maintenance, repair and renovations of public school academic facilities in order to provide for the long-term conservation and protection of public school academic facilities, elimination of the deterioration of existing and future public school academic facilities; provide a safe and healthy environment for students, teachers, administrators, staff and others; and provide for the efficient use of state and local funds in support of academic facilities in each of the school districts.

3.00 DEFINITIONS

For purposes of this rule, the following terms mean:

- 3.01 Academic facility – a building or space, including related areas such as the physical plant and grounds, where public school students receive instruction that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.
- 3.01.1 A public school building or space, including related areas such as the physical plant and grounds, used for an extracurricular activity or an organized physical activity course as defined in Act 660 of 2005 shall not be considered an academic facility for the purposes of this rule to the extent that the building, space, or related area is

used for extracurricular activities or organized physical activities courses, except for physical educational training and instruction under Ark. Code Ann. § 6-16-132;

- 3.01.1.1 Buildings or spaces, including related areas such as the physical plant and grounds, used for pre-kindergarten education shall not be considered academic facilities for purposes of this rule; and
- 3.01.1.2 District administration buildings and spaces, including related areas such as the physical plant and grounds, shall not be considered academic facilities for the purpose of this rule.

- 3.02 Annexation – the joining of an affected school district or part of the school district with a receiving district under Ark. Code Ann. § 6-13-1401 through 6-13-1411.
- 3.03 Consolidation – the joining of two (2) or more school districts or parts of the districts to create a new single school district under Ark. Code Ann. § 6-13-1401 through 6-13-1411.
- 3.04 Custodial activities – routine and renovation cleaning activities related to daily operations and upkeep of academic facilities, including related supervisory and management activities.
- 3.05 Facilities distress status – a public school district determined by the Division of Public School Academic Facilities and Transportation as being in academic facilities distress status.
- 3.06 Facilities improvement plan – a remedial plan developed by a school district for a public school or school district identified as being in academic facilities distress that supplements the school district’s facilities master plan by:
 - 3.06.1 Identifying specific interventions and actions the public school or school district will undertake in order to correct deficient areas of practice with regard to custodial, maintenance, repair and renovation activities in the school district; and
 - 3.06.2 Describing how the school district will remedy those areas in which the school district is experiencing facilities distress, including the designation of the time period by which the school district will correct all deficiencies that placed the school district in facilities distress status.
- 3.07 Facilities master plan – a ten-year plan developed by a school district that contains current enrollment projections and details the school district’s strategy for maintaining, repairing, renovating, and improving through new

construction or otherwise the school district's academic facilities and equipment.

- 3.08 Foundation funding – shall have the same meaning as in Ark. Code Ann. § 6-2303.
- 3.09 Local resources – any moneys generated by a school district for the purpose of funding the school district's share of financial participation in any academic facilities project for which a school district is eligible to receive state financial participation under priorities established by the Division of Public School Academic Facilities and Transportation.
- 3.10 Maintenance, repair, and renovation – any activity or improvement to an academic facility and, if necessary, related areas, such as the physical plant and grounds, that:
 - 3.10.1 Maintains, conserves, or protects the state of condition or efficiency of the academic facility; or
 - 3.10.2 Brings the state of condition or efficiency of the academic facility up to the facility's original condition of completeness or efficiency.
- 3.11 New construction – any improvement to an academic facility and, if necessary, related areas, such as the physical plant and grounds, that brings the state of condition or efficiency of the academic facility to a state of condition or efficiency better than the academic facility's original condition of completeness or efficiency. New construction also includes additions to existing academic facilities and new academic facilities.
- 3.12 Project – an undertaking in which a school district engages in:
 - 3.12.1 Maintenance, repair, and renovation activities with regard to an academic facility;
 - 3.12.2 New construction of an academic facility; or
 - 3.12.3 Any combination of maintenance, repair, and renovation and new construction activities with regard to an academic facility.
- 3.13 Reconstitution – the reorganization of the administrative unit or the governing school board of a school district, including, but not limited to, the replacement or removal of a current superintendent, the removal or replacement of a current school board, or both.
- 3.14 School district – a geographic area with an elected board of directors that qualifies as a taxing unit for purposes of ad valorem property taxes under Title 26 of the Arkansas Code and which board conducts the daily affairs of public schools under the supervisory authority vested in it by the General Assembly and title 6 of the Arkansas Code.

- 3.15 Space utilization – the number of gross square feet per student in a public school academic facility adjusted for academic program, school enrollment, grade configuration, and type of public school in accordance with rules promulgated by the Commission for Public School Academic Facilities and Transportation.

4.00 ACADEMIC FACILITIES MAINTENANCE AND CUSTODIAL FUNDING

- 4.01 Beginning with the 2005-2006 school year, each school district shall dedicate nine percent (9%) of its foundation funding exclusively to payment of utilities and custodial, maintenance, repair, and renovation activities and related personnel costs. If any amount of the dedicated nine percent (9%) is unspent at the end of the school district's fiscal year, the funds shall carry over and the school district shall transfer the remaining amount into an academic facilities escrow account to be released only upon approval by the Division of Public School Academic Facilities and Transportation for use in conjunction with a local academic facilities project.
- 4.02 A school district is not required to use funds in its academic facilities escrow account for new construction projects. New construction projects shall be funded by local resources, which may include funds in the school district's academic facilities escrow account if approved by the Division. In addition, new construction projects may be eligible for state financial participation.

5.00 STANDARDS FOR CUSTODIAL OPERATIONS

- 5.01 Required content of custodial care plan;
- 5.02 Suggested schedule for routine care, renovation and cleaning;
- 5.03 Personnel necessary to perform custodial operations;
- 5.04 Training criteria for use and storage of supplies and equipment, chemical right-to-know, indoor air quality and other applicable standards;
- 5.05 Supplies and equipment necessary to perform custodial operations and space standards for proper storage;
- 5.06 In-service training for custodial personnel; and
- 5.07 Designated routine custodial, renovation, and cleaning duties.

6.00 STANDARDS FOR MAINTENANCE, REPAIR AND RENOVATION
ACTIVITIES

- 6.01 Contents of preventive maintenance plan;
- 6.02 Process and Procedures for maintenance, repair and renovation work-request system;
- 6.03 Personnel necessary to perform maintenance operations;
- 6.04 Training criteria for maintenance personnel in school policies, safety procedures, use of specialized equipment, compliance with compliance with federal, state, local laws and regulations, and other specified areas of training;
- 6.05 In-service training for maintenance personnel;
- 6.06 Process and procedures for inspection, cleaning, servicing and repair of heating, ventilation and air-conditioning systems;
- 6.07 Process and procedures for inspection and repair of electrical systems;
- 6.08 Process and procedures for inspection and repair of hot water boilers and heaters;
- 6.09 Process and procedures for inspection and repair of fire alarms;
- 6.10 Process and procedures for inspection and repair and servicing of fire sprinkler systems;
- 6.11 Process and procedures for inspection and repair of fire extinguishers and kitchen hood vent suppression systems;
- 6.12 Process and procedures for inspection and repair of emergency lighting and exit light fixtures;
- 6.13 Process and procedures for inspection and repair of elevators and wheelchair lifts;
- 6.14 Process and procedures for inspection and repair of plumbing;
- 6.15 Process and procedures for inspection and repair of roofs;
- 6.16 Process and procedures for inspection and repair of stairwell areas;

- 6.17 Process and procedures for inspection and repair of interior and exterior lighting;
- 6.18 Process and procedures for inspection and repair of doors and windows;
- 6.19 Process and procedures for inspection and repair of floor covering;
- 6.20 Process and procedures for inspection and repair of masonry and concrete buildings' exteriors;
- 6.21 Process and procedures for inspection and repair of interior and exterior finishes;
- 6.22 Process and procedures for inspection and repair of kitchen equipment;
- 6.23 Maintenance of a pest control program;
- 6.24 Process and procedures for inspection and repair of sidewalks, driveways, parking areas, and paved play areas;
- 6.25 Process and procedures for inspection and repair of parking lots, handicap parking spaces, driveways, fire and emergency vehicle zones, and bus and car loading and unloading areas;
- 6.26 Process and procedures for inspection and repair of playground equipment; and
- 6.27 Grounds maintenance standards.